

Selectman's Maintenance Study Committee

Office of the First Selectman

Westport Town Hall, 110 Myrtle Avenue, Westport, CT 06880

Minutes of Meeting held on January 9, 2013 Rm. 201 Town Hall.

Committee Present: Joseph Fuller Jr. (*Chairman*),
Lois Roberts, Russ Blair, Dewey Loselle, John Broadbin, John Rotondo,
Vanessa Valadares,

Not Present: Stephen Rubin, Jack Klinge, Joe Renzulli, Nancy Harris, Jay Keenan

Meeting Minutes Prepared by: Dewey Loselle

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1. Meeting minutes of October, November and December were approved and adopted. Carol Louise has forwarded to P. Scully for filing in Town records.
 2. Schedule of maintenance committee meetings for 2013 was presented and discussed. List to be forwarded to Committee and posted with Town Hall by Carol Stroh of Joe's office. Meeting for 2/6/13 has changed to 2/13/13 and will include a presentation from Honeywell.
 3. Need to follow-up with Public Works and Parks Dept. was noted with regard to Master List of items from CAMCAN report and also to reflect changes due to storm damage from Hurricane Sandy.
 4. Discussed at next meeting (Feb.) we will invite Honeywell Corp. to make an informational presentation to the Committee on Energy Performance Contracting (EPC). Need to provide Honeywell with comparable BOE energy expenditure data comparable to what Johnson Controls (JC) was given in advance of their presentation in Dec. D. Loselle will contact Nancy Harris to arrange to have data made available. Discussion also ensued with regard to what administrative burdens/costs might accrue to Town personnel in managing an EPC. Preliminary thoughts were exchanged around how an EPC RFP would be structured so as to protect the Town's interests and include important energy-related items required at various Town buildings and schools.
 5. Discussion with regard to last month's presentation with JC on EPC ensued. It was noted that we should request of JC (and all future presenters) information with regard to: (a) their business model (how they make money on EPC) and (b) the actual mechanics of how EPC would work from the Town's perspective on energy budgeting, outlays, capital expenditures, EPC payments, savings garnered, etc. It was also discussed how if major physical installations of energy saving improvements were implemented this would require some planning, streamlining, potential re-location of functions/staffs to alternate sites while the work was being done.

Next meeting will be held on **Wednesday, Feb 13th 8:00 am at Town Hall, Rm. 201. PLEASE NOTE THE CHANGE FROM 2/6/13.**

cc: R. Millak
P. Scully